



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

**TO BE HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 5 November 2024

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 OCTOBER 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 5 November 2024

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 15 October 2024.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 15 October 2024 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 15 October 2024.

G/3. DEPUTATIONS

G/3.1. ROSEBERRY QLD

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 5 November 2024

File Ref: CM7.6

Purpose:

For Roseberry Qld to provide an overview of current projects including Roseberry Hub and Waybeah Friend Street Village.

Officer's Recommendation:

That the deputation from Roseberry Qld be received.

Background:

Deputation details are as follows:

Time of Presentation	9:10am
Duration of Presentation plus question time	15 mins
Speakers to present	Jo Paringatai, General Manager Roseberry Qld Erin Robertson, Board Chair, Roseberry Qld

Attachments:

1. Roseberry Qld Presentation

G/4. OFFICERS' REPORTS**G/4.1. 2024/25 OPERATIONAL PLAN - QUARTER ONE PERFORMANCE REPORT****Responsible Officer:** General Manager People and Strategy**Prepared By:** Manager Strategy and Improvement (Acting)**Council Meeting Date:** 5 November 2024**File Ref:** CM14.2**Purpose:**

To present Council with the first quarterly performance report for the 2024/25 Operational Plan.

Officer's Recommendation:

That Council endorse the 2024/25 Operational Plan Quarter One Performance Report.

Summary:

This 2024/25 Operational Plan Quarter One Performance Report showcases our achievements from July to September 2024, demonstrating progress on our 2021-26 Corporate Plan. More specifically, it details the outcomes of our 48 core services and eight initiatives from the 2024/25 Operational Plan and one Initiative extended into this financial year from the 2023/24 Operational Plan.

Of these 9 initiatives, one initiative is completed, two initiatives are of concern, and six initiatives are on track, as can be seen in table one and two.

Table One: Quarter One (Q1) 2024/25 Operational Plan Initiatives Progress Overview

Goal	Initiative	Target Progress*	Actual Progress	Total Spend	Status
Connecting Communities	Making community facilities more accessible and inclusive	2%	0%	\$0 spent of \$200,000	●
	Finalising the Planning Scheme review	100%	100%	\$2,578 spent of \$200,000	●
	Strengthening community involvement in our decision making	28%	28%	\$600 spent of \$37,400	●
Delivering Value	Optimising maintenance delivery	12%	12%	\$304,309 spent of \$2,137,002	●
Our People	Making it easier for our people to stay safe	13%	11%	\$25,725 spent of \$107,076	●
	Embedding a constructive culture	12%	12%	Nil – Internal resources only	●
	Making employee facilities safer and more contemporary	23%	23%	\$0 spent of \$640,000	●
Accountable Council	Towards target zero	24%	22%	\$44,680 spent of \$189,900	●

Table Two: Quarter One (Q1) 2023/24 Operational Plan Initiatives Progress Overview

Goal	Initiative	Q1 Target Progress	Q1 Actual Progress	Total Spend	Status
Delivering Value	Future of Fleet	100%	45%	\$0 of \$150,000	●

A summary of progress for each initiative is shared on the following page with detailed progress included in the attached report.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

The 2024/25 Operational Plan, endorsed by the Council on 16 July 2024, is designed to deliver the goals of our Corporate Plan, and consists of eight initiatives and 48 core services. Progress of this Operational Plan is monitored through quarterly performance reports, with this report focusing on the first quarter.

Risk Management Summary:

Based on the progress to date, there is a low risk of the 2024/25 Operational Plan not being delivered in full and on time.

Options and Opportunity Analysis:

Making community facilities more accessible and inclusive - on track

A resource is dedicated to this Initiative for six (6) of the twelve (12) months. At the end of the quarter, a resource has been appointed.

Strengthening community involvement in our decision making - on track

Sixteen community forums have been established across the region, and Council's community engagement website 'Conversations' has been upgraded.

Finalise the Planning Scheme review - complete

Council has adopted the Planning Scheme Review Report to implement major amendments. The next step is to scope and execute the report's findings and recommendations. These proposed changes will be presented to Council for endorsement before the end of 2024.

Optimising Maintenance Delivery - on track

Accounting enhancements to improve understanding of maintenance costs for labour and plant have been identified.

Making it easier for our people to stay safe - on track

Our people are better placed to effectively take part in implementing the health and safety management system, following employee engagement.

Embedding Constructive Culture - on track

The initiatives of Optimising Maintenance Delivery, Making Employee Facilities Safer and More Contemporary and Making It Easier for Our People to Stay Safe initiatives are clear on how constructive culture is embedded in their work and preparation for the first culture campaign has started.

Making employee facilities safer and more contemporary - concern

The progress of this initiative is a concern due to resourcing risks. Measures are being taken to ensure this initiative returns on track.

Towards Target Zero and a healthier environment - on track

Energy audits across 20 Council facilities have kicked off to identify energy saving opportunities. This initiative received a Sponsor-endorsed update to the project outcomes, providing clearer definitions for both the 12-month and multi-year targets.

Future of fleet - concern

Due to the initiative being extended into the new financial year, unexpected impacts on the timeline have led to the decision to further extend the completion date of the initiative. A timeline revision has been endorsed by the Sponsor, extending the completion date of this initiative from 30 September 2024 to 31 March 2025. The project team is remapping the milestones across the revised timeline which will be reflected in future reports.

Stakeholder Engagement:

Engagement has occurred across the business with Initiative Leads, Sponsors and subject matter experts to produce the 2024/25 Operational Plan Quarter One Performance Report. Following Council endorsement, the attached report will be published on our website. The outcomes within the report will be shared with our community on social media and promoted internally with our people to share how we are progressing our goals and playing our part in the success of our community.

Legal and Regulatory Implications:

Section 174(3) *Local Government Regulation 2021* (Preparation and adoption of annual operational plan) states that: *The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than three (3) months.*

Financial and Resource Implications:

Initiatives with an allocated budget and subsequent commitments are identified within the attached report. Development of and communications for quarterly performance reports are delivered using internal resources only.

Anticipated Resolution Completion Date:

12 November 2024

Attachments:

1. 2024/25 Operational Plan – Quarter One Performance Report

G/4.2. APPOINTMENT OF YOUTH REPRESENTATIVE TO THE PHILIP STREET PRECINCT ADVISORY COMMITTEE

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Development Specialist

Council Meeting Date: 5 November 2024

File Ref: CR3.2

Purpose:

This report recommends appointment of two Youth Community Representatives to the Philip Street Communities and Families Precinct Advisory Committee, and an amendment to the Terms of Reference to allow one additional Ordinary Member.

Officer's Recommendation:

1. Endorse the appointment of two (2) Ordinary Members to the Philip Street Communities and Families Precinct Advisory Committee (Youth Representatives) until May 2026 as below:
 - Kerry Myers
 - Ngara Kennedy
2. Endorse a temporary change to the Philip Street Communities and Families Precinct Terms of Reference to allow two youth representatives for the duration of Ms Myers and Ms Kennedy's tenure on the committee.

Summary:

The Philip Street Communities and Families Precinct Advisory Committee is a dedicated formal Advisory Group of passionate community members representing different sectors in the community. The Committee offer feedback and advice to Council on strategic planning, management, and service delivery to ensure services, programs and activities are responsive to the community needs.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

The Philip Street Communities and Families Precinct Advisory Committee ("the Committee") was re-established by resolution of Council on 23 April 2024 in accordance with the provisions of section 264(1)(b) of the Local Government Regulation 2012.

On 4 June 2024, seven (7) Ordinary Members were appointed to the committee and the Terms of Reference were updated to increase the total membership to eight (8) Ordinary Members. At the time of appointment, the Youth Community Representative position was vacant.

As a result, the Community Partnership Team, under guidance of the Committee, proactively explored options for youth representation on the committee. Ngara Kennedy is the First Nation's Trainee with Headspace and was recommended for the Committee. However, due to Ngara's (junior) position as a trainee, it was requested that her Manager (Headspace Centre Manager), Kerry Myer jointly represent on the committee (as youth representative). By allowing Ngara and Kerry to represent the youth community together will provide the committee with diverse insights and provide a valuable upskilling and mentoring opportunity for Ngara.

Risk Management Summary:

There are no foreseeable risks associated with this recommendation.

Options and Opportunity Analysis:

Option 1 – Adopt the Recommendation

The benefit of appointing two Youth Community Representatives is that they will support and complement each other in the role. The committee currently has two representatives for all but the Indigenous Community Representative, and the committee is working well.

Option 2 – Reject the Recommendations

Officers can see no tangible opportunities in this option. The risk of this option is that the Youth Community Representative position may remain vacant.

Stakeholder Engagement:

After receiving no expressions of interest for the Youth Community Representative earlier this year, the committee began targeted engagement with key stakeholders in the Youth services sector.

Legal and Regulatory Implications:

The Philip Street Communities and Families Precinct Advisory Committee is an advisory committee to Council, constituted under s264 and 265 of the Local Government Regulation 2012 and operates under a Council adopted Terms of Reference.

Financial and Resource Implications:

Administrative and secretarial costs and resources to support the Committee are absorbed as a part of the existing operational budget of Community Partnerships.

Anticipated Resolution Completion Date:

12 November 2024

Attachments:

1. Philip Street Communities and Families Precinct Advisory Committee Terms of Reference with proposed changes tracked

G/4.3. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING SUMMARY 18 SEPTEMBER 2024

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Principal Internal Auditor

Council Meeting Date: 5 November 2024

File Ref: CM26.2

Purpose:

To provide a written report of the Audit Risk and Improvement Committee Meeting held 18 September 2024, pursuant to section 211(1)(c) of the Local Government Regulation 2012.

Officer's Recommendation:

That Council receive the summary of the Audit Risk and Improvement Committee Meeting that was held on 18 September 2024.

Summary:

The Audit Risk and Improvement Committee (the Committee), met on 18 September 2024. The detailed meeting minutes and papers presented at the meeting are available for Councillors in Docs On Tap.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Risk Management Summary:

In accordance with Councils' Audit Risk and Improvement Committee Policy (P-2020-15), the Committee has the following risk management responsibilities:

- Review the effectiveness of the risk management framework and assist with the development of a risk aware culture through the facilitation of risk management.
- Monitor that Councils risk management activities are not limited to insurance coverage but includes active risk minimisation.

Options and Opportunity Analysis:

Below is a summary of the Committee meeting held 18 September 2024:

1. No matters to report from the Committee in Camera and the Confidential Session.
2. Apologies were noted and there were no Conflicts of Interest to be declared.
3. Minutes of the Audit Risk and Improvement Committee Meeting held on the 12 June 2024 were approved.

4. The following noting papers were presented to the Committee:

a. Information, Communication and Technology (ICT) Quarterly Update

The following were noted:

- Council is performing well with regards to cyber security and will continue to evolve and improve, keeping up to date with advances in cyber security
- Work is being undertaken regarding Artificial Intelligence (AI) to develop governance including a policy and guidelines
- Actions from the Deloitte Cyber Security Governance Report and the alignment to ISO27001:2022 are in progress and being tracked within Beakon.

b. People, Culture and Safety Quarterly Report

Discussions were held regarding:

- An overview of a notifiable incident related to a low voltage electric shock
- The reporting and classification of Lost Time Injury (LTI) and Medical Treatment Injury (MTI)
- The '12 month Rolling Voluntary Turnover Rate'
- Commended progress with managing excess leave.

c. Contracts And Procurement Report

A discussion was held regarding the changes to the procurement thresholds.

d. Risk Management Report

The proposed format of Council's new risk appetite statement was discussed.

e. Insurance Report – report was noted.

f. Prior Period Financial Statements

The Committee expressed concern regarding the capital expenditure.

5. External Audit

- The Queensland Audit Office (QAO) provided an overview of the briefing paper and highlighted the forward workplan for 2024-2027 and the wider learnings from the 'Responding To and Recovering From Cyber Attacks' report.
- KPMG advised that the upcoming milestone of 'Complete financial statements to be given to audit team' has been met. It was noted that the final audit is underway, progressing well and on track for final delivery. It was further noted that the Committee would be required to hold a special meeting to provide the Committee's financial statement clearance.
- There were no matters to report from the Closed Session – Audit Representatives.

6. Internal Audit

- A discussion was held regarding the Committee self-assessment survey and it may be beneficial to redo the survey early in 2025.
- An overview of the Ethics, Integrity and Audit progress report was provided. The Committee enquired regarding the revised due dates on the audit tasks and if there was sufficient rationale in moving the dates.
- The Executive Leadership Team's annual internal control self-assessment was noted.
- The following Internal Audit reports were discussed:
 - Cyber Security - Governance Controls Internal Audit
 - Property Management Community Halls
 - Corporate Risk - Critical Service Delivery and Workforce Safety and Wellbeing.

7. Financial Reports

- The position paper on Landfill Restoration Provision was discussed and it was noted that the landfill provision increased from the previous year.
- The Committee complimented the Finance team on the financial statement preparation process.
- The Committee note the content of the 2024-25 Budget and Operational Plan adopted by Council 16 July 2024
- The Long-Term Financial Forecast was discussed and the Committee highlighted that Council would need to focus on the outer years showing a negative operating result.

8. Officer's Reports – Transformation Program Report

A discussion was held regarding consultant engagement for the project. Clarification was provided regarding the consultants' roles within the projects with one consultant engaged earlier in the year to undertake data cleanse and asset register migration and another consultant being engaged to deliver the work management.

9. The Committee discussed the proposed ARIC meeting dates for 2025.

10. The Committee members discussed their self-development.

11. There were no Council referrals

12. General business - the status of recruitment of new Committee members was discussed.

Stakeholder Engagement:

The minutes of the Committee are reviewed by the ARIC members, the Principal Internal Auditor, General Manager Finance Governance and Risk and the Chief Executive Officer.

Legal and Regulatory Implications:

The Local Government Act 2009 requires that the audit Committee of Council - the Audit Risk and Improvement Committee – oversee audit, annual financial reporting and other relevant governance functions to provide Council with an additional level of assurance that systems and controls are in place to minimise risk exposure.

The Committee also operates in accordance with Councils' Audit Risk and Improvement Committee Policy (P-2020-15).

Financial and Resource Implications:

Nil

Anticipated Resolution Completion Date:

N/A - information only report.

Attachments:

Nil

G/4.4. CANCELLATION OF GENERAL MEETING 7 JANUARY 2025

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Executive Secretary

Council Meeting Date: 5 November 2024

File Ref: CM7.2

Purpose:

To allow Council to consider the cancellation of the 7 January 2025 General Meeting.

Officer's Recommendation:

That Council cancel the General Meetings scheduled for:

- Tuesday 7 January 2025;
- Tuesday 6 January 2026;
- Tuesday 5 January 2027; and
- Tuesday 4 January 2028.

Summary:

Council has previously resolved that General Meetings are to be held on the first and third Tuesday of each month. The first General Meeting of 2025 is scheduled for 7 January 2025.

Council's administration offices will be closed for the Christmas and New Year Period from Wednesday 25 December 2024, re-opening Thursday 2 January 2025. Due to the Christmas closure and the impact on officer's ability to prepare and publish an Agenda for the 7 January 2025 General Meeting it is proposed that the meeting be cancelled.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Risk Management Summary:

There are no risks associated with the cancellation of the 7 January 2025 meeting. The last General Meeting of 2024 is scheduled for 17 December 2024. Should any urgent decisions be required from Council between 7 January 2025 and the next General Meeting of 21 January 2025, a Special Meeting of Council can be called.

Options and Opportunity Analysis:

Option 1 (Officer's Recommendation)

As the Christmas closure and impact on officer's ability to prepare and publish an Agenda for the first General Meeting each year, Council may elect to cancel the first General Meeting in January for subsequent years of the Council term.

Option 2

Council may elect to cancel the General Meeting for 7 January 2025 only. This would then require a resolution each year, for the subsequent years of the Council term, to cancel the first General Meeting in January.

Alternative resolution:

That the General Meeting for 7 January 2025 be cancelled.

Option 3

Proceed with the General Meeting 7 January 2025 as scheduled.

Suggested resolution:

That Council proceed with the General Meeting 7 January 2025 as scheduled.

Stakeholder Engagement:

The Executive Leadership Team were consulted and indicated that the business does not require a General Meeting on 7 January 2024.

Legal and Regulatory Implications:

Section 256 of the Local Government Regulation 2012 (LGR) provides that Council must set its General Meeting schedule at the Post Election Meeting. Once resolved, the schedule is required to be published on Council's website and displayed in a conspicuous place in Council's public office (s254B of the LGR).

Section 254B(4) of the LGR provides that Council is required as soon as practicable, to notify any change to the days and times of the General Meeting schedule.

Financial and Resource Implications:

There are no financial or resource implications associated with the officer's recommendation.

Anticipated Resolution Completion Date:

The 2025 General Meeting schedule will be published by Friday 6 December 2024.

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS